

## Pell Grant YTD File Report Reader Instructions

1. Request a fixed-length Pell Grant Year to Date (YTD) file by sending a batch request from your software or requesting it directly on the COD Web site via the Batch /Report Requests/New Report Request menu.
2. Once the report request has been fulfilled and the file has been received via your school's Student Aid Internet Gateway (SAIG) mailbox, save the file from the SAIG mailbox to a predetermined location. For example, this could be to your desktop or a folder titled *COD Pell Grant YTD reader and files*.
3. Download the Pell Grant YTD Report Reader from the COD Web site. It is posted in the "Today's Update" section which can be accessed from the gray menu bar located on the bottom of the COD Web home page. It can be saved in the same folder in which you saved the Pell Grant YTD file.
4. Open the Reader.
5. Click on Enable Editing. You may only need to do this the first time you open the reader.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

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A B C D E F G H I J K L

1 **Use this reader to parse and view your requested report**

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3 Pell Year-to-Date  **Browse**

4 Record Fixed-

5 Length Flat File

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7 **Start**

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15 **Notes:** **This file is compatible with message classes:** **PGYR170P**

16 **The output of this file corresponds to the report layout of the most recent COD Technical Reference:** Volume VI, Section 8, Page 35 (July 2016)

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22 **After using this report reader, DO NOT save this file; a new Excel file, with only your data, will be created and saved for you**

23 **If you accidentally save over this reader, delete it and re-download the original**

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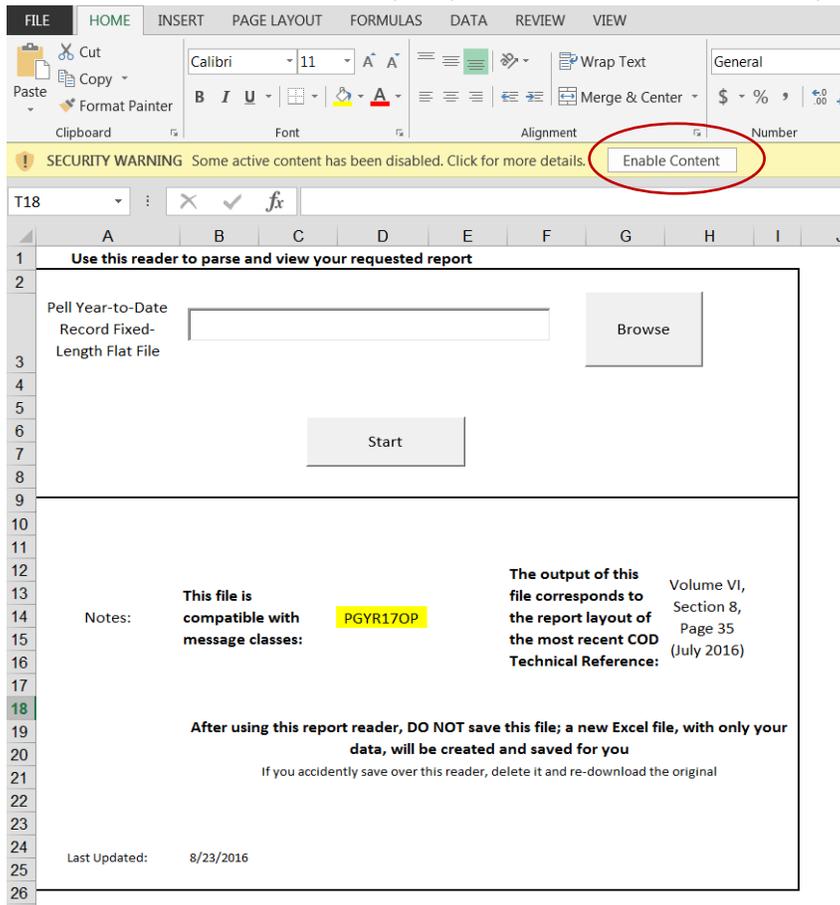
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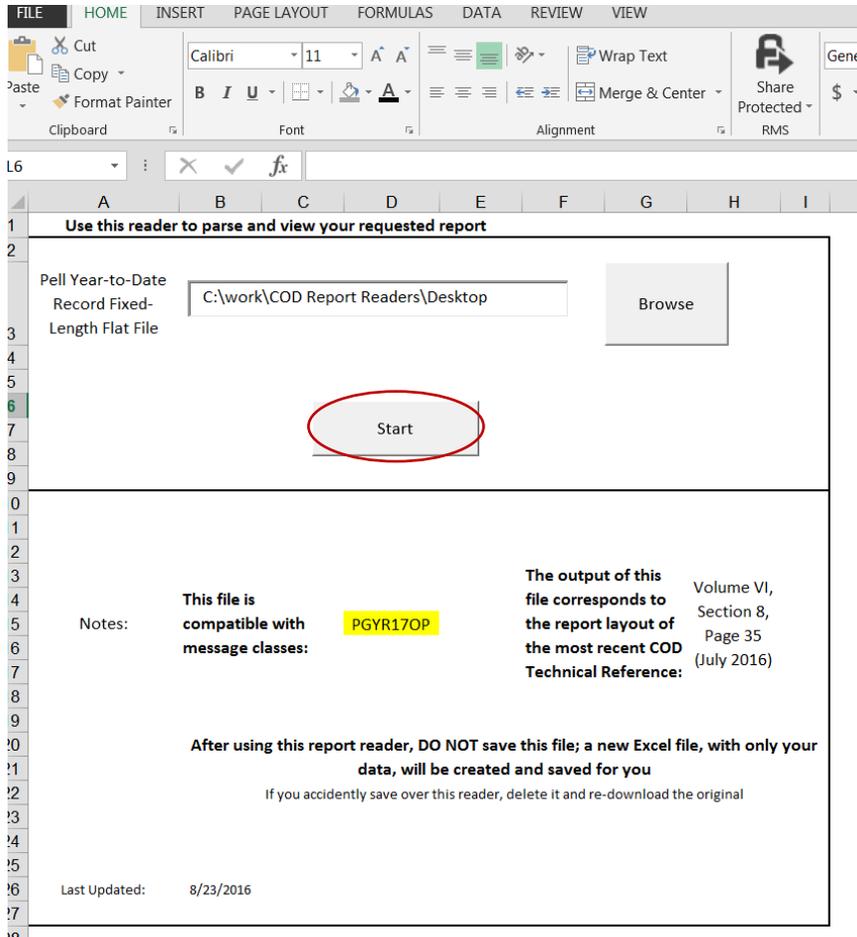
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6. Click on Enable Content. You may only need to do this the first time you use the reader.



7. Click the Browse button and locate the Pell Grant YTD fixed-length file (PGYR) you previously requested, received, and saved from your SAIG mailbox.
8. After the file has been selected and is populated in the box to the left of the Browse button, click the Start button. The reader will run.



9. A spreadsheet is automatically created and saved for you. Be sure to note the location of the saved spreadsheet file.
10. You can use the data in the spreadsheet to research discrepancies between the COD System and your school records. You can also reformat or reorder any fields/columns as needed.
11. When you close the original reader file, you will be asked if you want to save your changes. DO NOT SAVE. This will overwrite the reader. The formatted spreadsheet has already been saved for you as noted in Step 9.
12. If you do accidentally save changes to the reader file, you will need to delete that reader file and download the reader from the COD Web site location again for your next use.